



CITY OF NEWPORT, OREGON

FINANCE DIRECTOR

**\$64,956 - \$89,808
Plus Excellent Benefits**

Application Deadline: February 28, 2014

Send Cover Letter and Resume to:

**Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
p.hawker@newportoregon.gov**

What We Are Looking For

The City of Newport, Oregon is seeking a highly ethical, principled, and talented Finance Director with a strong financial background in municipal or other local government finance management. He/she will have will have any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the duties described in the job announcement.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum of five years' experience and a bachelor's degree in accounting, public administration, or related field; or, an equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described in the job announcement.

Knowledge: Advanced knowledge of and experience with: modern governmental accounting theory, principals, and practices (*GAAFR, GAAP, GASB*), internal control procedures, management information systems, office automation, computerized financial applications, payroll, accounts payable *and* receivable functions. Knowledge of and experience with budgetary, accounting and reporting systems.

Skills: Skill in the use of personal computers, various related software programs, and standard office equipment.

Abilities: Ability to actively listen, use logic and reasoning to identify the strengths and weaknesses of alternative solutions; communicate information and ideas orally and in writing in a way others will understand; combine pieces of information; and concentrate on a tasks over a period of time; establish and maintain an effective working relationship with city management, other employees, Council members, other entities, and the general public. Ability to prepare and analyze complex financial reports, maintain efficient and effective financial systems and procedures, effectively supervise staff.

The City Organization

Newport is organized under the council-manager form of government. Under this type of government, the elected City Council (Mayor and six Councilors) establish policy and the Council appointed City Manager is responsible for executing such policy while acting as Chief Operating Officer for the city.

Newport is a full-service city providing a wide range of municipal services, including police, fire, finance, public works, water and sewer utilities, community development, airport, parks and recreation, library and urban renewal. The adopted 2014-15 combined city/urban renewal agency budget is approximately \$54 million.

The Finance Department

The Newport Finance Department is responsible for the financial operations of the city, including financial reporting, accounts payable, accounts receivable, investment of city monies, utility billing, payroll, and collection of municipal court fines and fees. The Finance Department provides good customer service to other city departments, and to the citizens who visit city hall to pay for services or gather information. The Finance Director and Finance Department work closely with the City Manager and department heads in developing the annual budget, and supporting the department heads reporting, payable, and purchasing needs. The Department has five full-time and two part-time employees. The 2013/2014 fiscal year departmental budget is \$585,826.

The Position

The Finance Director reports to the City Manager. He/she is responsible for maintaining the fiscal records and systems of the city and supervising the Finance Department staff. This position directs the city's accounting and reporting operations and directs the city's cash management functions, and monitors financial trends and budgeted revenues and expenditures to assure the fiscal well-being of the city. He/she assists the City Manager in preparation of the city/urban renewal budgets, and serves as a significant resource in preparing financial forecasts, policies, and ensuring the city's compliance with Oregon budgeting and auditing requirements.

This is a highly visible position that must maintain good internal customer service to the departments and to the public visiting city hall to pay for services or request information. The new Finance Director will need to develop and maintain good communication with elected officials who depend on professional and highly ethical oversight of the city's financial resources.

Current Issues and Projects

Newport is facing significant budget challenges due to previous state legislation and the overall economic downturn. There is no sales tax in Oregon, and the city relies heavily on property taxes which have not grown at the same pace as the operational costs of the city. Because of the current economic constraints, Newport will require a Finance Director who can operate effectively, creatively, and thoughtfully in this challenging economy.

The Newport City Council has developed goals that can only be accomplished with direct or indirect assistance from the Finance Department. These goals can be found on the city's website at www.newportoregon.gov.

Ideal Candidate

The city is seeking a highly ethical, principled, talented, and professional Finance Director with a strong financial background in municipal or other local government finance management. He/she will have extensive experience in finance management,

accounting, fiscal reporting and control, budget development and monitoring, development of financial policies, coordination of the annual audit, execution of the city's payroll and accounts payable operations, utility billing, municipal court, investments, supervision of staff, and other financial duties. The Finance Director will maintain good customer service to other city departments, and externally to the public who visit city hall to pay for services, and understand the challenges of municipal finance in a difficult economy.

The new Finance Director must be approachable and encourage open communication based on an environment of trust and integrity. Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation. The ideal candidate will be a strong and confident leader with excellent interpersonal skills, and a top-notch role model.

The successful candidate will possess a flexible "can-do" attitude focused on a customer service approach. It is critical that the Finance Director be able to look at the big picture and to understand and address the current and future financial management needs of other departments and the city as a whole. He/she will be recognized for building consensus and cooperation among city staff, and will bring an appropriate sense of humor to the job.

The ideal candidate will be politically astute and demonstrate an unquestionable sense of integrity and honesty. Candidates will be able to organize and express ideas through excellent oral and written communications to a wide variety of audiences, such as the City Council, staff, citizens, community groups, and other city boards and committees. The successful candidate should be computer literate and have superior skills in producing spreadsheets. The city is looking for a hands-on manager willing to learn the staff jobs and pitch in and help when needed to get the job done.

Compensation and Benefits

Annual Salary \$64,956 - \$89,808, depending on qualifications.

<u>Paid Holidays</u>	New Year's Day	(January 1st)
	Martin Luther King Day	(third Monday in January)
	President's Day	(third Monday in February)
	Memorial Day	(last Monday in May)
	Independence Day	(July 4th)
	Labor Day	(first Monday in September)
	Veteran's Day	(November 11th)
	Thanksgiving Day	(fourth Thursday in November)
	Day After Thanksgiving	(Friday following Thanksgiving)
	Christmas Day	(December 25th)
	Personal Holiday	(day off at employee's discretion)

<u>Paid Vacation</u>	Years of Service	Monthly Accrual	Days/Year
	0 to 5 years	8.0 hours	12 days
	5 to 10 years	10.0 hours	15 days
	10 to 15 years	12.0 hours	18 days
	15 to 20 years	15.34 hours	23 days
	20+ years	16.67 hours	25 days

Employees designated as exempt accrue an additional 4 hours per month (6 days per year) of vacation. Department heads accrue a further additional 2 hours per month (3 days per year) of vacation.

Paid Sick Leave - Full-time employees accrue sick leave at the rate of eight (8) hours per month and the maximum accrual is 910 hours, unless otherwise provided by law or agreement.

Retirement - Regular employees scheduled to work 30 or more hours per week other than public safety employees become participants of the City of Newport Employees' Retirement Plan on the first of the month following six (6) months of employment.

Medical, Dental, Vision, Life Insurance, Long-Term Disability - Excellent plan available to full-time employees.

Deferred compensation - Plan available.

Newport - The Community

The City of Newport is a prime tourist destination and the population center of the Central Oregon Coast. Newport is the county seat of Lincoln County, and houses the offices of several federal and state agencies, including a major Coast Guard station, Oregon State University's Hatfield Marine Science Center, the Oregon State Police, Oregon DMV, and Oregon Employment Division offices. The city is home to the Samaritan Pacific Communities Hospital, and the main campus of the Oregon Coast Community College. OCCC is a premier educational institution and unique in its aquarist program. Its aquarist graduates are working in aquarium and research facilities throughout the country. Newport has a population of more than 10,000.

The Yaquina River flows into the Pacific Ocean through Newport's Yaquina Bay. Newport is home to the Oregon Coast Aquarium, one of the country's premier aquariums. A substantial commercial fishing fleet calls Newport home, as do several marine research vessels and a large number of private boats docked in marinas around the Bayfront. Newport is one of three deep-water ports on the Oregon Coast. Tonnage of shipping on the Oregon coast is second behind Coos Bay.

Newport has often been described as the most authentic city on the entire Oregon Coast. The city boasts numerous fine shops, restaurants, galleries, lodging establishments, and endless, year-round outdoor recreational opportunities.

Proximity to Portland and the Willamette Valley provides a strong tourism base, and the mid-latitude of Oregon provides moderate rainfall during the winter and spring months, and mild temperatures.

To Apply - Applicants should send letters of interest, resumes, city application forms, and three professional references to Peggy Hawker, City Recorder/Special Projects Director, City of Newport, 169 SW Coast Highway, Newport, Oregon, 97365. All applicants should clearly identify how they meet the minimum job qualifications. **Response to supplemental questions is required for an application to be considered complete**, and supplemental questions will be sent to all applicants via e-mail after receipt of application materials. The recruitment brochure is available on the city's website at www.newportoregon.gov. For inquiries, contact Peggy Hawker, at p.hawker@newportoregon.gov. Application deadline is February 28, 2014, 3:00 P.M., PST. The deadline for submission of responses to supplemental questions is March 14, 2014, 3:00 P.M., PDT. The City of Newport is an EEO employer and veteran's preference provider.